



Bay Area Infrastructure Financing Authority
 101 8th St., Oakland, CA 94607
 TEL 510.817.5700
 EMAIL info@mtc.ca.gov
 WEB www.mtc.ca.gov

Memorandum

TO: BAIFA

DATE: March 7, 2014

FR: Executive Director

W. I. 6840

RE: Future Meeting Dates

The fourth Wednesday of each month has been the regular meeting date for both BAIFA and the Bay Area Headquarters Authority (BAHA). Staff has tried, as much as possible, to avoid scheduling BAIFA and BAHA meetings in the same month, as this can make for a long morning. Frequently, if BAHA has needed to approve a construction related contract, such as in February 2014, BAIFA has cancelled its meeting, deferring actions until the following month.

As we move closer toward express lane implementation, it will become increasingly difficult for BAIFA to adjust its meetings around BAHA without impacting the schedule for opening the first express lane on I-680. BAHA's meetings should diminish over the course of this year as construction progresses on the Regional Agency Headquarters building at 375 Beale. In the meantime, staff will schedule BAIFA meeting according to the following interim guidelines so as not to delay key express lane actions:

- BAIFA will continue to meet on the fourth Wednesday, following the BATA and MTC meetings unless BAHA requires a meeting on the same day or there is another MTC event such as a Commission retreat.
- In months that BAHA and BAIFA both must meet, as is the case in April, BAIFA will meet on the second Wednesday of the month, following the MTC Programming and Allocations Committee. A slightly larger number of Authority members regularly attend Wednesday committee meetings than Friday committee meetings, making Wednesday slightly better.

Based on these guidelines, BAIFA's projected meeting schedule for the next three months would be as follows:

| | |
|---------------|--|
| April 9, 2014 | 2 nd Wednesday since BAHA anticipates a meeting |
| June 25, 2014 | 4 th Wednesday since BAHA will not meet in June |

Staff will evaluate this approach and revise as needed if it appears that BAHA's meeting schedule will continue to be either too frequent or too unpredictable for BAIFA to plan its meetings effectively.


 Steve Heminger

SH:LK

J:\COMMITTEE\BAIFA\2014\3_March 2014\4_Meeting date_Klein.doc